



Microsoft®

PowerPoint® 2000

Quick Reference Guide



Basic Commands

NEW! PowerPoint 2000 personalizes your command menus by displaying only the commands you use most often. To view all available commands in a menu, click at the bottom of the menu. See *Ask the Help Desk*, page 4.

Working with Presentations

	New presentation	CTRL+N	File N ew
	New slide	CTRL+M	Insert N ew Slide
	Slide layout*	none	Format S lide L ayout
	Open presentation	CTRL+O	File O pen
	Slide setup (size/orientation)*	none	File P age S etup
	Spelling check	F7	Tools S pelling
	What's This?*	SHIFT+F1	Help W hat's T his?
	Save presentation	CTRL+S	File S ave
	Save as Web page NEW!	none	File S ave as Web P age
	Switch presentation window	CTRL+F6	W indow (choose from list)

Working with Selected Text

	Increase font size	CTRL+SHIFT+>	Format F ont or
	Decrease font size	CTRL+SHIFT+<	Format F ont or
	Font color	none	Format F ont C olor
	Left alignment	CTRL+L	Format A lignment A lign L eft
	Center alignment	CTRL+E	Format A lignment C enter
	Bullets on/off	none	Format B ullets and N umbering

Editing Tools

	Cut selected text or object	CTRL+X	Edit C ut
	Copy selected text or object	CTRL+C	Edit C opy
	Paste text or object	CTRL+V	Edit P aste
	Format painter	CTRL+SHIFT+C (copy), CTRL+SHIFT+V (paste)	none

Special

	Animation effects	none	Tools C ustomize T oolbars <input checked="" type="checkbox"/> Animation E ffects
	Insert table	none	Insert T able
	Insert chart	none	Insert C hart
	Insert Clip Art	none	Insert P icture C lip A rt
	Apply design template*	none	Format A pply D esign T emplate
	Insert hyperlink	CTRL+K	Insert H yperlink

Note: A means there's no PowerPoint icon for that command. Icons marked with an asterisk (*) are not on the default toolbars. To add an icon to your toolbars, see *Adding and Customizing Toolbars*, below.

Adding and Customizing Toolbars

To display toolbars on separate rows: **NEW!** choose **Tools|Customize**. In the **Customize** dialog box, click the **Options** tab and clear the **Standard and Formatting toolbars share one row** checkbox.

To show or hide toolbars: right-click the toolbar area and choose toolbars from the pop-up list.

To add an icon to any toolbar: choose **Tools|Customize**. In the **Customize** dialog box, click the **Commands** tab and choose the icon category you want from the **Categories** frame. From the **Commands** frame, click and drag the icon of your choice and drop it into any open toolbar.

To reset a toolbar to its default setting: choose **Tools|Customize**. In the **Customize** dialog box, click the **Toolbars** tab, choose the toolbar you want to reset, click **Reset...** and then click **OK**.

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